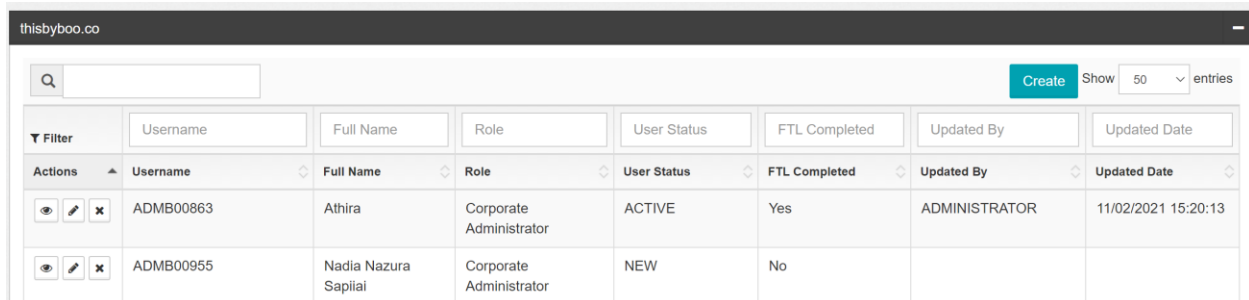


[SCP ID :##5992##] : FTL status No

1. Access IBAM > CBE > Org setup > Company > User maintenance > Create CA.



| Filter  | Username  | Full Name            | Role                    | User Status | FTL Completed | Updated By    | Updated Date        |
|---------|-----------|----------------------|-------------------------|-------------|---------------|---------------|---------------------|
| Actions | ADMB00863 | Athira               | Corporate Administrator | ACTIVE      | Yes           | ADMINISTRATOR | 11/02/2021 15:20:13 |
|         | ADMB00955 | Nadia Nazura Sapiiai | Corporate Administrator | NEW         | No            |               |                     |

2. Access BSNeBiz Login. Enter CA username. Should get error Please perform FTL.



BSN

### Login to BSNeBiz

Please proceed to First Time Login for user activation.

Next

Forgot Password

New Application

1st Time Login

Activate Token

Device Pairing

Announcement

Promotion

**BSNeBiz bundled with HR Solutions**

A one stop solution for your business. Get 20%\* off the subscription fees or up to RM1,000 when you fulfill the campaign requirements.

Campaign Period: 15 July 2021 until 15 October 2021

Find out more

NEW REGISTERED USER

3. Access FTL. Enter wrong temp password until Lock.

### First Time Login

**Credential**

Please key in username and temporary password that you have recieved in your email.

You have reached the maximum number of PIN attempts.  
Please call BSN Contact Centre at 1300 88 1900 to unlock your account.

Username\*

Temporary PIN\*

[Back](#) [Next](#)

### Organization Setup

[Organization Details](#) [Settings](#) [Contact Person](#) [Account Management](#) [Services and Charges](#) [Online Payment Charges](#) [User Maintenance](#)  
[Security Token Management](#) [Approval Matrix](#) [B2B Setup](#) [CIS Linking](#) [MID Linking](#)

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Create Show 50 entries

| Filter  | Username  | Full Name             | Role                    | User Status | FTL Completed | Updated By    | Updated Date        |
|---------|-----------|-----------------------|-------------------------|-------------|---------------|---------------|---------------------|
| Actions | Username  | Full Name             | Role                    | User Status | FTL Completed | Updated By    | Updated Date        |
|         | ADMB00863 | Athira                | Corporate Administrator | ACTIVE      | Yes           | ADMINISTRATOR | 11/02/2021 15:20:13 |
|         | ADMB00955 | Nadia Nazura Sapliial | Corporate Administrator | LOCKED      | No            |               |                     |

#### 4. Admin unlock CA.

AUTHORIZATION  
FILE PROCESSING  
EOD  
MOBILE SETTING

Security Token Management Approval Matrix B2B Setup CIS Linking MID Linking

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### User Details

#### User Informations

|                    |  |                 |                         |
|--------------------|--|-----------------|-------------------------|
| User ID :          | 1620   | Role:           | Corporate Administrator |
| Username :         | ADMB00955  | User Status :   | LOCKED                  |
| Full Name :        | Nadia Nazura Sapilal                                 | FTL Completed : | No                      |
| Identity Card No : | 930204107878   | Updated By :    | -                       |
| Mobile Phone No :  | 0165016742<br><small>Note: (Eg. 6012xxxxxxx)</small> | Updated Date :  |                         |
| Office Phone No :  | 0333716034<br><small>Note: (Eg. 03xxxxxxx)</small>   | SMS Sent By :   | -                       |
| Office Ext. No:    |  | SMS Sent Date : | -                       |
| Email :            | athiratesting1@gmail.com                             |                 |                         |

Back Generate Pin Unlock

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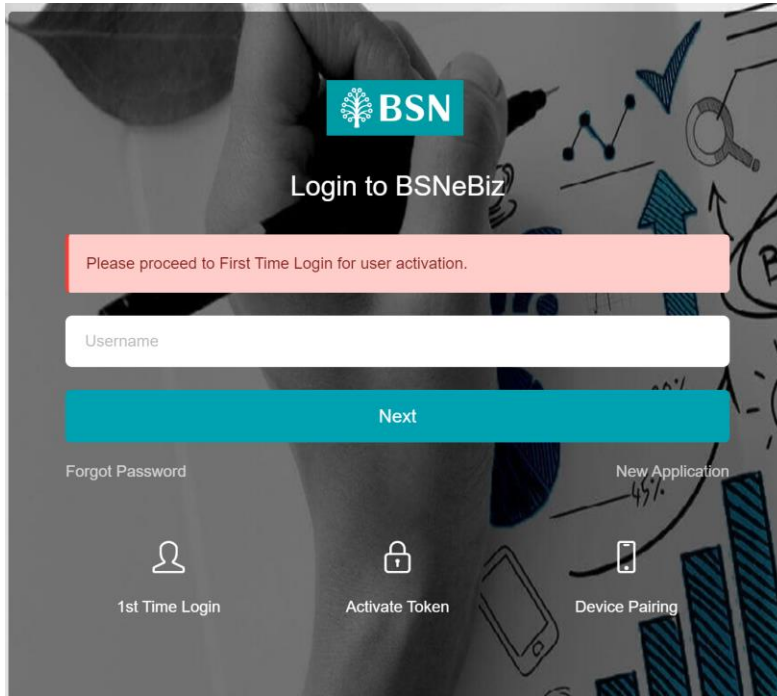
### Result - Unlock User

Confirm ————— 2 Result

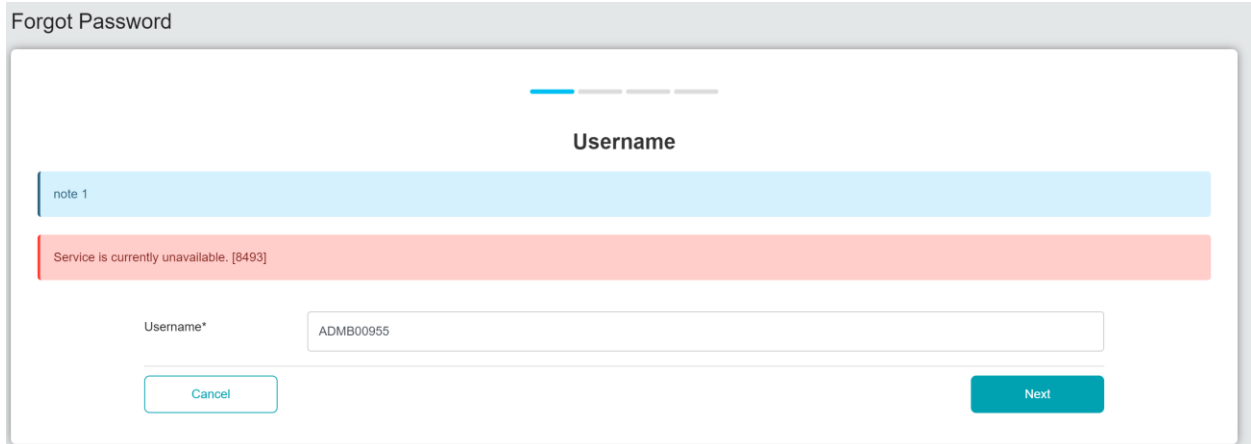
**✓ Successful**  
BSNeBiz User **ADMB00955** has been successfully unlocked.

Back

5. Access BSNeBiz Login. Enter CA username. Should get error Please perform FTL.



Click forgot password :



6. Access FTL and complete the security setting.

First Time Login

### Register Password

Password complexity MUST include at least 1 number, 1 special character, 1 upper and 1 lower case alphabet characters. Supported special characters are @#%&^&+\*

New Password\*

Confirm New Password\*

[Back](#) [Next](#)

First Time Login

### Welcome to BSNeBiz

# Success

You have successfully completed First Time Login.

[Proceed to Login](#)

7. Access BSNeBiz Login. Enter CA username and password.

BSN Log Out

Welcome, ADMB00955  
thisbyboo.co  
Your last login was on Friday, 15 October 2021 11:30:23

Active User 12/13

Assigned Token 1/1

Corporate Administrator 2

#### Recent Activities

Show 10 entries Search:

| Date Time           | Activity ID          | User Name | Activities                 | Status     | Channel |
|---------------------|----------------------|-----------|----------------------------|------------|---------|
| 15/10/2021 11:30:23 | 20211015000000336150 | ADMB00955 | Performed Login Password   | Successful | Web     |
| 15/10/2021 11:30:13 | 20211015000000336149 | ADMB00955 | Performed Login Username   | Successful | Web     |
| 15/10/2021 11:29:20 | 20211015000000336148 | ADMB00955 | Performed First Time Login | Successful | Web     |

8. Expected result, CA can login and CA FTL status is Yes.

## Organization Setup







Organization Details Settings Contact Person Account Management Services and Charges Online Payment Charges **User Maintenance**

Security Token Management Approval Matrix B2B Setup CIS Linking MID Linking

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Q

Create Show 50 entries

| Filter  | Username  | Full Name            | Role                    | User Status | FTL Completed | Updated By    | Updated Date        |
|---|-----------|----------------------|-------------------------|-------------|---------------|---------------|---------------------|
| Actions   | Username  | Full Name            | Role                    | User Status | FTL Completed | Updated By    | Updated Date        |
|    | ADMB00863 | Athira               | Corporate Administrator | ACTIVE      | Yes           | ADMINISTRATOR | 11/02/2021 15:20:13 |
|    | ADMB00955 | Nadia Nazura Sapijai | Corporate Administrator | ACTIVE      | Yes           | ADMINISTRATOR | 15/10/2021 10:31:22 |